



EMPLOYMENT OPPORTUNITY

1. RPA #
4096 -GCC

ANALYST'S INITIALS

DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

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| CLASS TITLE Associate Budget Analyst | POSITION NUMBER 293-300-5284-xxx | TENURE PERMANENT | TIME BASE Full Time | CBID U01 |
| OFFICE OF CA Gambling Control Commission | LOCATION OF POSITION (CITY or COUNTY) Sacramento | | | MONTHLY SALARY \$4111 TO \$4997 |
| SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 100 Sacramento, CA 95833 Attn: Susie Hernandez | REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 100 | | | |
| | SHIFT AND WORKING HOURS DAYS - 8:00 am - 5:00 pm | | | |
| | WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN | | | |
| | PUBLIC PHONE NUMBER (916) 263-0700 | PUBLIC PHONE NUMBER () - | | |
| | SUPERVISED BY AND CLASS TITLE Staff Services Manager I | | | |
| FILE BY 9/14/2006 | | | | |

Employment with the growing California Gambling Control Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates for the Information, Planning and Support Services Division to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. and **offers FREE parking.**

JOB DESCRIPTION:

Under the general direction of the Staff Services Manager I, the Associate Budget Analyst is responsible for the preparation, analysis, and maintenance of the Commission's budget including development of budget proposals, ongoing expenditure and revenue analysis and projections, and position control.

DESIRABLE QUALIFICATIONS:

Understanding of fiscal modeling methodologies, statistical analysis, and fiscal computer systems including spreadsheets and databases.

SPECIAL PERSONEL CHARACTERISTICS:

Incumbent possesses good verbal and written communication skills; uses good judgment in decision-making; exercises creativity and flexibility in problem identification and resolution; manages time and resources effectively; demonstrated ability to act independently; demonstrated ability to deal professionally, tactfully and effectively with others in the course of the work; and demonstrated ability to manage multiple priorities/projects.

INTERPERSONAL SKILLS:

Ability to work well with a team, to manage deadlines and changing priorities, and to focus attention on details and accuracy.

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| CLASS TITLE Associate Budget Analyst | POSITION NUMBER 293-300-5284-xxx | RPA NUMBER 4096 | FILE BY <i>September 14, 2006</i> |
| <p>SELECTION CRITERIA: Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. **CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter.</p> | | | |